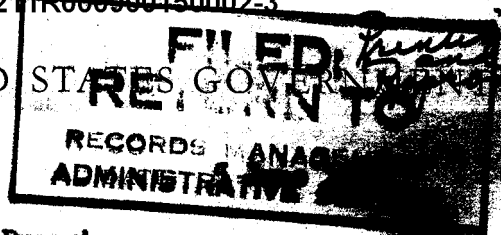


## Office Memorandum • UNITED STATES GOVERNMENT



TO :

FROM : Chief, Records Management & Distribution Branch

SUBJECT: Pata-Trace Ozalid Masters

1. Enclosed are the ozalid masters you sent over the other day for comparison with the Transecon masters currently in use.

2. We find that the No. 010 and No. 075 give very good results at 15 ft. per minute. This is a better rate of production than that of the Transecon masters that average about 15 ft. per minute. Although good copies were secured from all the Pata-Trace masters, none were as fast as the two mentioned above. On the basis of increased speed of production, I would recommend the purchase of either of these even at some increase in cost.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 9 March 1953

FROM : Chief, Records Management &amp; Distribution Branch

SUBJECT: Survey of Reproduction Delivery Service

1. Attached is the report prepared by [redacted] following his survey of the service presently given for the pick-up and delivery of Reproduction material. A summary of the advantages to be gained by the adoption of the recommendations is as follows:

25X1

- a. The present staff of 4 drivers and 3 couriers will be reduced to 3 and 2 respectively. (The driver eliminated is employed at the reproduction plant; the other drivers are on the motor pool T/O.)
- b. Pick-up and delivery of material at the Reproduction plant will be increased from 4 to 6 times per day.
- 25X1 c. Buildings [redacted] Alcott Hall, 11, 13, 14, GPO and the [redacted] will have 4 instead of 2 stops per day.
- 25X1 d. Delivery of Reproduction material in envelopes will be increased from 4 to 6 trips.
- e. The need for one of the present 4 vehicles is eliminated.

25X1

Upon delivery of 2 mail trucks now on order, additional advantages to be gained are:

- Effective 5/11 (1) Delivery of all material including bulky packages will be increased from 4 to 6 times per day.
- Effective 5/11 (2) Deliveries to the buildings mentioned in (c) above will be increased from 4 to 6 times daily.
- Effective 5/11 (3) One vehicle with the driver and courier will be available for other trips for 4 hours of each day.
- Effective 5/11 (4) The Jeep station wagon will be available for specials from 3:00 to 5:00 p.m. each day.

2. These recommendations have been discussed with and have the concurrence of [redacted] With your approval, the change can be made effective on 16 March 53. One exception to the effective date of the recommendations is the reassignment of the 4th vehicle which is not recommended until after delivery of the new mail trucks.

Accomplished  
5/22/53

RESTRICTED

~~RESTRICTED~~  
Security Information

3. A tentative schedule for CIA Building deliveries, which will incorporate these recommended changes, is being prepared and will be forwarded to you this week.



25X1

RMDB/TLS:mef

Distribution:

- Orig. ~~2~~ - Addressee
- 1 - Reproduction
- 1 - Mail Control
- 1 - File

*I concur:*  
*3/13/53*  
*3/13/53*

Advised 3/13/53, *will to*  
try out the plan outlined on a test  
basis beginning 3/16/53; and after 2-3 days  
operation we will appraise new  
procedure with and determine  
if it should be continued, revised or  
eliminated. *OK* 3/13/53.

3/23- Check with indicates  
no difficulty except on first day (3/16) due to  
transportation problem which has now been resolved.  
Set pick up and delivery *now* made every day as  
compared to four previously. *OK* 3/23/53. Re-check 3/30/53.

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VEHICLE NO. 1

Panel Truck

1 Driver

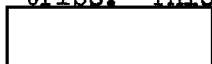
2 Couriers

Present:

Delivers reproduction material to buildings in the immediate area. Delivers other material to Central Mail room for delivery on regular scheduled courier trips. Four (4) trips per day. Upon completion of last trip picks up one (1) copy of the Evening Star from the Evening Star Building, 11th and Pennsylvania Avenue, and delivers direct to DCI, Administration Building.

Proposed with present equipment:

Pick up all material from Reproduction plant, including batch material now being handled by vehicle No. 2. Deliver batch material to Vault B, Riverside Stadium, all other material to Central Mail room, 1050 Que Building, for delivery on regular scheduled courier trips. This change was discussed with and has the concurrence of



Advantages:

1. Increases number of deliveries of envelope material from four (4) to six (6) per day.
2. Increases number of deliveries of batch material from four (4) to six (6) per day.
3. Delivery of package-bulk will remain at four (4) trips per day on the regular bulk shuttle.
4. With only two (2) stops on the run and loading carts available at both stops only one (1) courier will be necessary.

Proposed with new equipment:

Same schedule as proposed with present equipment.

Advantages:

All Reproduction material will be delivered and picked up six (6) times per day, the same service being received by all other Branches.

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RESTRICTED

See To L. Mission

VEHICLE NO. 2

Panel Truck

1 Driver

1 Courier

**Present:**

Makes four (4) trips per day with batch material between plant and OCD, Riverside Stadium. Performs the A.M. GPO, [redacted] Street run. Picks up stencils from FBID two times per day. At 1:0'clock delivers FBID summaries direct to Administration and South Buildings, remainder to Central Mail room for delivery on regular trips. Delivers the FBID daily reports (bulk, 26-28 mail bags plus packages) to Pentagon, Qtrs. I, State Annex 1, New State and Central Mail room.

25X1

**Proposed with present equipment:**

Perform both the A.M. and P.M. GPO, [redacted] runs (material from A.M. run to be delivered to plant by vehicle No. 1). Make two (2) trips per day to buildings now being serviced only two (2) times per day on regular bulk shuttle. Stops at these buildings [redacted] Alcott Hall, 11, 13, 14, GPO, and [redacted] to be spaced at intervals between scheduled stops of present bulk shuttle. Pick up stencils and summaries from FBID for plant once per day.\* Deliver FBID daily reports (bulk) to Pentagon, Qtrs I, State Annex 1, New State, and Central Mail room. This change has not been discussed with [redacted]

25X1

25X1

25X1

*\* Deliver FBID summaries to Admin., South, and central mail room.*

**Advantages:**

Buildings now being serviced only two (2) times per day by regular bulk shuttle will receive four (4) trips per day.

**Proposed for use with new equipment:**

Perform the A.M. GPO, [redacted] run. Deliver FBID stencils once per day to plant. Deliver FBID summaries to Administration, South and Que Buildings. Deliver FBID daily reports to Pentagon, Qtrs I, State Annex 1, New State, and Central Mail room.

25X1

**Advantages:**

Free time for special trips from 9:30 to 11:30 A.M. and 2:00 to 4:00 P.M. each day (4 hours).

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VEHICLE NO. 3

1 Jeep Station Wagon  
1 Driver

**Present:**

Picks up FBID stencils for plant six (6) times per day. Picks up newspaper clippings from 1058 J Building for plant 10:00 A.M. each day and returns them at 2:00 P.M. Picks up courier from Que Building at 3:30 and performs the P.M. GPO, [REDACTED]

25X1

**Proposed with present equipment:**

Same as present except for P.M. GPO, [REDACTED] run. Instead, will pick up courier at Que and service Building, [REDACTED] Alcott Hall, pick up Evening Star and deliver to DCI. Administration Building. This change has not been discussed with [REDACTED]

25X1

25X1

25X1

**Advantages:**

The above change saves the time consumed for a round trip to [REDACTED] No. 2 vehicle, which must go to plant for late FBID delivery, will pick up from GPO and [REDACTED] on the way.

25X1

**Proposed with new equipment:**

Same as present except for the P.M. GPO, [REDACTED] run which will be performed by No. 2 vehicle, leaving the No. 3 vehicle free after 3:00 P.M.

25X1

**Advantages:**

Vehicle and driver free after 3:00 P.M. each day for any special deliveries.

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Information

VEHICLE NO. 4

Panel Truck  
No driver

25X1 This truck formerly was driven by a worker in the plant. Delivered unclassified paper to LAB, [redacted] picked up from [redacted] for delivery to L Building and the plant and delivered the first batch run of each day to OCD, Riverside Stadium. Truck was not used remainder of the day for any scheduled runs.

25X1

25X1 The unclassified paper is now being handled by a regular labor crew from the [redacted] The batch run is being done by Vehicle No. 2. This leaves the vehicle at the plant with no driver and no scheduled trips. Recommend that this vehicle be transferred to the Mail Control Section for use on special trips.